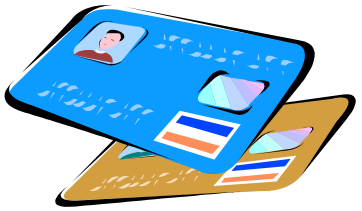
DSCC Purchase Card Program



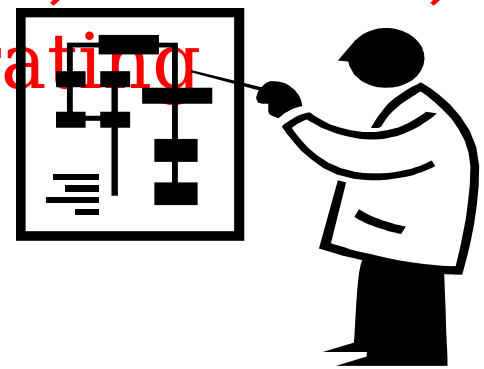
GENERAL TRAINING SESSION

AGENDA

- DOD Concept of Operations
- DLA Instruction (DLAI 4105.3)
- DSCC Instruction
- C.A.R.E.

DOD CONCEPT OF OPERATIONS

- Broad overview of DOD PCard Program
- AO should be CH supervisor, in C-O-C, or influence performance rating
- Flowcharts
- KSAs for CHs and BOs
- Roles and Responsibilities
- Reporting Requirements



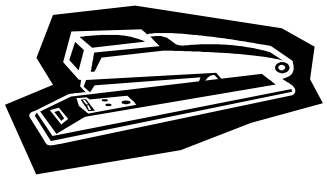
http://purchasecard.saalt.army.mil/

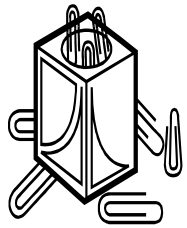
DLA INSTRUCTION (DLAI 4105.3)

January 2002

- Refresher training
- Added “restricted” item

- Approval of request one level above requestor





http://www.dla.mil/j-3/j-336/creditcard/sld001.htm

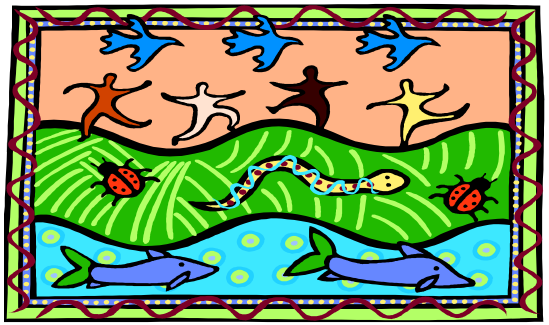
DSCC INSTRUCTION

- “Necessary Expense”
- DAU/COL Training
- Appointment of CH & AO by Supervisor

http://www.dscc.dla.mil/offices/bas

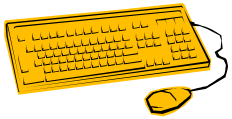
DSCC INSTRUCTION (Cont'd)

- FPI – Comparability Determination
- CPG Reporting
  - CPG log revised to include more items
  - Purchases from GSA no longer exception

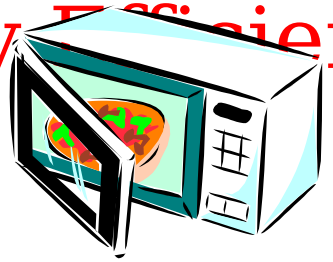


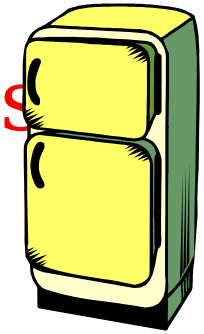
DSCC INSTRUCTION (Cont'd)

- Electronic & Information Technology



- Energy Efficient Products





EEP:
http://www.eren.doe.gov/femp/procurement
http://www.energystar.gov/

DSCC INSTRUCTION (Cont'd)

- 10 business-day waiting period for requesting duplicate SOAs and BSs
- Submit BSs directly to DFAS for all Stock Fund accounts
- DOD Suspension Policy
  - **60 days BO account suspended**
  - **180 days entire level 4 suspend**

DSCC INSTRUCTION (Cont'd)

- Internal controls
- DD 350 Reporting
- Responsibilities

DSCC INSTRUCTION (Cont'd)

Forms

- Determination of Comparability
- AO and CH Nomination
- CPG Log
- DD 350

C.A.R.E.

Customer Automation & Reporting Environment

- Transaction Management
- Cost Reallocation
- Disputes
- Electronic SOA approval
- Electronic BO certification

DLA/DSCC to be rolled out by end of FY 2003